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ABSTRACT

This report presents guidelines for effectively using the Washington Library Network Resource Directory. A description of the Directory is followed by instructions for use of each of the four parts: the register, authors, titles, and subject volumes. Unique features, e.g., variant call numbers, location symbols, Washington State documents, serials and audiovisual materials, LC filing rules, and comprehensive punctuation and filing, are explained, and basic tips for using the directory are given. (KP)

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GUIDELINES

FOR MAXIMUM USE OF THE

WASHINGTON LIBRARY NETWORK RESOURCE DIRECTORY

TO INCREASE ITS EFFECTIVENESS

AS A REFERENCE AND BIBLIOGRAPHIC TOOL

WASHINGTON STATE LIBRARY
OLYMPIA, WA 98504

January 18, 1974

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WHAT IS THE RESOURCE DIRECTORY?

The Resource Directory is a basic component of the Washington Library Network plan which has as its purpose:

1. Promoting increased sharing of resources
2. Facilitating sharing of resources
3. Expanding the availability of library materials to every resident of the state

This first Resource Directory, prepared as part of the long-range network program, lists the holdings of eight participating libraries and for them serves these definite purposes:

1. It is the catalog for some of the participating libraries: NCRL, TRL and the Branch Libraries of the Pierce County Library. For others it will be used in conjunction with the library's card catalog.
2. It is a library tool to be used in normal library activity.
3. It is a reference tool to locate materials.
4. It is a bibliographic tool to aid both cataloging and reference in verifying.

This Resource Directory contains the English language monographs, both adult and juvenile, received by the participating libraries from July 1972.

Entries in the Resource Directory were generated from Library of Congress MARC records and records locally input by Washington Library Network personnel. The locally input records include Library of Congress cataloging not appearing on MARC tapes, NUC cataloging upgraded and matched to a book-in-hand, and original cataloging using LC standards.

Both Library of Congress and Dewey Decimal Classification numbers appear in the REGISTER volume. Participating libraries agreed to standardize the length of the Dewey number to four digits or two segments to the right of the decimal point, whichever comes first. Each call number includes the first seven characters of the main entry, or in the case of autobiographies and individual biographies, the first seven characters of the name of the biographee. Titles having series numbers are not Cuttered. The last character in the call number of a series is the s, i.e., 509.82s

Subject headings and cross references are based on the Library of Congress Subject headings, 7th ed., and its supplements as well as headings generated from local input.

The following types of references are provided: (1) see references for personal, corporate and meeting names, for uniform title headings, and for subjects; (2) see also references for subjects and uniform title headings; (3) see also former/later name of corporate and meeting names; (4) scope notes providing information concerning subject heading usage,

corporate names and meeting or conference name changes, and other changes as required; and, (5) reference notes giving general directions to the user of the Resource Directory.

The Resource Directory is divided into four parts:

1. REGISTER
2. AUTHORS
3. TITLES
4. SUBJECTS

The REGISTER contains entries for the monographs with full bibliographic information. The entries are arranged sequentially by the register number.

The AUTHORS, TITLES and SUBJECTS volumes contain entries with brief bibliographic information, symbols which indicate the library holding the title, the call number, and the register number which refers to the entry in the REGISTER for additional information.

Plans for updating the Resource Directory include cumulative quarterly supplements for the author, title, and subject volumes. The supplementary volume for the REGISTER will be published independently of the quarterly supplements. Between the quarterly cumulation, a bi-weekly title listing will be issued.

Details on the use of each of the four volumes follow.

HOW TO USE THE REGISTER

Register entries are numbered and are arranged sequentially. Entries in the REGISTER contain the full bibliographic information. Included in each entry are: main entry, filing title (if any), bibliographic title statement, edition statement, imprint, collation, series statements(s), all notes, all Library of Congress subject headings, all added author, title and series entries, Dewey classification number, LC call number, and LC card number.

To locate a specific item in the Register, consult either the Authors, Titles, or Subjects volume for an entry which will refer to the Register by means of the Register number included with each entry.

Sample of an entry:

00000197
(a)

Toynbee, Arnold Joseph, 1889-
(b)

Surviving the future [by] Arnold Toynbee. London, New York, Oxford
(c) (d)

University Press, 1971. xii, 164p. 23cm Revision of a dialogue
(d) (e) (f) (g)

between Kei Wakaizumi and Arnold Toynbee, originally published, in Japanese, in installments, in the Mainichi Shinbun.

1. Civilization, Modern--1850--Addresses, essays, lectures.
(h)

2. Civilization--Philosophy. I. Wakaizumi, Kei, 1930- II. Title.
(h) (i) (j)

CB428.T69 1971 901.9 77-167854
(k) (l) (m)

(a) Register number
(b) Author
(c) Title and other title page information
(d) Place and publisher
(e) Date of publication
(f) Pagination, illustration, size information
(g) Notes
(h) Library of Congress subject headings
(i) Added author entry
(j) Title tracing
(k) LC call number
(l) Dewey classification number
(m) LC card number

M. Selim Yalin. [1st ed.] Oxford, New York, Pergamon Press [1972] xii, 290 p. illus. 26 cm.
Includes bibliographical references.
1. Sediment transport. I. Title.
TC175.2 .Y35 1972 551.3/03
72-168614

00010942
Jacobs, Lewis, comp.
The documentary tradition, from Nanook to Woodstock. New York, Hopkinson and Blake [1971] 530 p. illus. 24 cm.
Bibliography: p. 513-515.
1. Moving-pictures, Documentary--Addresses, essays, lectures. I. Title.
PN1995.9.D6 J3 791.43/53
72-168866

00010943
National Congress on Optimum Population and Environment, 1st, Chicago, 1970.
Population, environment, and people. Edited by Noel Hinrichs for the Council on Population and Environment. Foreword by René Dubos. New York, McGraw-Hill [1971] xii, 227 p. 21 cm.
Selected papers of the first National Congress on Optimum Population and Environment, held June, 1970, in Chicago.
1. Population--Congresses. 2. Environmental policy--United States--Congresses. 3. United States--Population--Congresses. I. Hinrichs, Noel, ed. II. Council on Population and Environment. III. Title.
HB849 .N37 1970 301.3/29/73
72-169019

00010944
The Air Force striper's guide. [Harrisburg, Pa.] Stackpole Books [1972] 224 p. illus. 21 cm.
"Not an official publication of the U.S. Air Force."
1. United States. Air Force--Handbooks, manuals, etc. I. Stackpole Company, Harrisburg, Pa.
UG633 .A657 358.4/0023
72-169024

00010945
Forman, James.
Law and disorder. [1st ed.] New York, T. Nelson [1972] 224 p. 23 cm.
Bibliography: p. 211-214.
1. Law--History and criticism. 2. Law--United States--History and criticism. 3. Civil rights--United States. I. Title.
LAW 340/.0973 72-169035

00010946
Pohl, Frederick Julius, 1889-
The Viking settlements of North America, by Frederick J. Pohl. [1st ed.] New York, C. N. Potter [1972] xii, 339 p. illus. 24 cm.
Bibliography: p. 327-333.
1. America--Discovery and exploration--Norse. I. Title.
E105 .P66 1972 973.1/3
72-169051

00010947
Mercer, H. Glenn.
National guide to real estate [by] G. Glenn Mercer [and] Homer C. Davey. Englewood Cliffs, N.J., Prentice-Hall [1972] xii, 305 p. illus. 24 cm. (Prentice-Hall series in real estate)
1. Real estate business--United States. I. Davey, Homer C., joint author. II. Title.
HD255 .M38 333.3/3/0973
72-169086

00010948
Snowdon, Antony Armstrong-Jones, 1st Earl of, 1930-
Assignments [by] Snowdon. New York, Morrow, 1972. 1 v. (chiefly illus.) 19 x 31 cm.
1. Photography, Artistic. I. Title.
TR654 .S58 779/.2/0924
72-169090

00010949
Family circle illustrated library of cooking; your ready reference for a lifetime of good eating. Rockville Centre, N.Y., Rockville House Publishers [1972] 16 v. illus. 26 cm.
1. Cookery--Dictionaries. I. Family circle.
TX349 .F23 641.5/03 72-169101

00010950
Walker, Barbara G.
Charted knitting designs, by Barbara G. Walker. New York, Scribner [c1972] xxix, 289 p. illus. 27 cm.
1. Knitting--Patterns. I. Title.
TT820 .W15 746.4/3 72-169114

00010951
Biological and oceanographical survey of the Santa Barbara Channel oil spill, 1969-1970. [Los Angeles] Allan Hancock Foundation, University of Southern California, 1971. 2 v. illus. (part col.), maps. 28 cm. (Sea grant publication no. 2)
Errata sheet inserted. v. 2. Includes bibliographies.
CONTENTS: v. 1. Biology and bacteriology, compiled by D. Straughan. v. 2. Physical, chemical, and geological studies, under the general editorship of R. L. Kolpack.
1. Oil pollution of rivers, harbors, etc.--Santa Barbara Channel. 2. Marine biology--Santa Barbara Channel. 3. Oceanography--Santa Barbara Channel. I. Straughan, Dale, ed. II. Kolpack, Ronald L., ed. III. Los Angeles. University of Southern California. Allan Hancock Foundation for Scientific Research. IV. Series.
QH91.8.O4 B48 628.1/683
72-169120

00010952
Bryde, John F.
Modern Indian psychology [by] John F. Bryde. Rev. ed. Vermillion, Institute of Indian Studies, University of South Dakota, 1971. 414 p. maps. 22 cm.
Bibliography: p. 405-407.
1. Indians of North America--Psychology. 2. Dakota Indians. 3. Acculturation. I. Title.
E98.P95 B7 1971 155.8/4/97
72-169122

00010953
Weaver, Thomas.
The anthropology of urban environments. Edited by Thomas Weaver and Douglas White. [Washington, D.C., Society for Applied Anthropology, 1972] 138 p. 26 cm. (Society for Applied Anthropology Monograph no. 11)
Bibliography: p. 127-136.
1. Sociology, Urban--Addresses, essays, lectures. 2. Rural-urban migration--Latin America--Addresses, essays, lectures. 3. Cities and towns--Latin America--Addresses, essays, lectures. I. White, Douglas, 1942- joint author. II. Title. III. Series.
HT151 .W39 301.36 72-169125

00010954
Reeves, James.
How the moon began; a folk tale from Grimm; adapted by James Reeves;

This one example has been selected to show completeness of entry:

bibliography note
contents note
subjects
added entries
series tracings
LC call no.
complete Dewey classification
LC cd: no.

HOW TO USE THE AUTHORS VOLUMES

The AUTHORS volume contains entries for names of persons, institutions, organizations, conferences or meetings, corporations, etc. associated with the materials as authors.

Title main entries, uniform titles (e.g. Bible) and added entries which are treated as uniform titles (e.g. Sunset, McCall's) appear in the TITLES VOLUME only.

Materials about persons, institutions, organizations, conferences or meetings, corporations, etc. are included in the SUBJECTS volume.

AUTHORS volume entries contain brief information and symbols indicating the library holding the title. For full bibliographic information for an entry, use the register number of the entry and refer to the REGISTER.

Following is a sample entry:

Bauer, Ernst W
(a)

The mysterious world of caves. [1st ed.]
(b) (c)

Collins; F. Watts [1971] 129p.
(d) (e) (f)

551.44 BAUER Wa WaV WaBr WaKeM WaTPC WaO
(g) (h)

WaSpCo WaWeN (00000023)
(i)

(a) Author's name
(b) Title
(c) Edition
(d) Publisher
(e) Date of publication
(f) Pagination
(g) Call number
(h) Symbols of libraries holding title
(i) Register number

Arrangement of entries in the AUTHORS volume is based on the Proposed Filing Rules for the Library of Congress Catalogs. Entries are arranged alphabetically word-by-word, and words are arranged character by character. Words and abbreviations are filed as spelled.

Punctuation affects filing, as for example:

Washington, Vivian
Washington (State)
Washington, D.C.
Washington and Lee University, Lexington, VA
Washington-Metcalfe, Thomas
Washington State Bar Association

The titles by one person, institution, organization, etc., are arranged in one alphabetical sequence under that name.

As an example, the following is a listing of titles with which Pan American World Airways, Inc., is associated as author.

Pan American World Airways, inc

Complete reference guide to Greece, Turkey, and Yugoslavia. 1st ed. Trade distribution in the U.S. and Canada by Simon and Schuster, 1967 159 p. illus., maps (on lining papers)
914.9 PAN AME WaSpCo
914.95 PAN AME WaSpCo (00001144)

Complete reference guide to the Arab Middle East: Lebanon, Syria, Jordan, Egypt [and] Iraq Showker, Kay 1st ed. Pan American Airways; [trade distribution in the U.S. and Canada by Simon and Schuster, 1967.] 191 p. illus., maps.
915.604 SHOWKER WaSpCo
(00001143)

Pan American's complete round-the-world cookbook; recipes gathered by Pan American World Airways from the 81 countries they serve Waldo, Myra, ed Doubleday [1958, c1954] 479 p. illus.
641.59 WALDO WaO (00019431)

Safari; Pan Am's guide to hunting with gun and camera round the world. Cabell, Charles A. 1st ed. Pan American Airways; [distributed by Doubleday, Garden City, N.Y., 1968] 319 p. illus., maps.
799.213 CABELL WaSpCo (00001145)

In each instance, the main entry is underlined.

HOW TO USE THE TITLES VOLUME

Title entries are made for all titles whether traced or untraced on an LC card. Title main entries appear in the TITLES volume only. In addition, entries are made for all titles traced differently on an LC card, all uniform title headings (i.e., Mother Goose, Sunset), filing titles traced on an LC card (i.e., Romeo and Juliet), and all title series traced on an LC card. Entries contain brief information. For full bibliographic information for an entry, use the register number and refer to the REGISTER.

Type of title entries are:

1. Title entry–with author.

Revolt into style: the pop arts. Melly, George, 1926-
(a) (b)
Anchor Books, 1971[1970] 270p.
(c) (d) (e)
700.942 MELLY Wa WaO WaV WaTPC (00000052)
(f) (g) (h)

(a) Title
(b) Author
(c) Publisher
(d) Date of publication
(e) Pagination
(f) Call number
(g) Symbols of libraries holding titles
(h) Register number

2. Title entry–without primary authorship.

The Meaning of Gandhi. Edited by Paul F. Power.
(a) (b)
1st ed. University Press of Hawaii [c1971] 199p.
(c) (d) (e) (f)
B-GANDHI Wa V O (00000082)
(g) (h) (i)

(a) Title
(b) Other title page information
(c) Edition statement
(d) Publisher
(e) Date of publication
(f) Pagination
(g) Call number
(h) Symbols of libraries holding titles
(i) Register number

3. Uniform title

Sunset.	California State parks, by the editors of Sunset			
(a)	(b)		(c)	
books and Sunset magazine.	[3rd ed.]		Lane Books	[1972]
	(d)		(e)	(f)
127p.				
(g)				
917.94 SUNSET	WaTPC		(00004561)	
(h)	(i)		(j)	

(a) Uniform title
(b) Title on title page
(c) Other title page information
(d) Edition
(e) Publisher
(f) Date of publication
(g) Pagination
(h) Call number
(i) Symbol of library holding title
(j) Register number

Arrangement of entries in the TITLES volume is based on the Proposed Filing Rules for the Library of Congress Catalogs.

Entries are arranged alphabetically word-by-word, and words are arranged character by character. Words and abbreviations are filed as spelled. Entries beginning with numerals are arranged by the numeric value and appear before entries beginning with the letter A at the very beginning of the Titles catalog. Initial articles are ignored.

HOW TO USE THE SUBJECTS VOLUME

The SUBJECTS volume contains entries for LC adult subject headings and local subject headings as required by local input. Each autobiography has a subject entry for the author. Entries contain brief information. For full bibliographic information, use the register number of the entry and refer to the REGISTER.

The SUBJECTS volume contains entries from the following categories:

CATEGORY	EXAMPLES
Topical subjects	Africa, South Cake decorating Cookery (Fish) Economics
Political jurisdictions and geographic areas	Arab countries Netherlands Northwest, Pacific
Events	Britain, Battle of, 1940- Vietnamese Conflict, 1961- World War, 1939-1945
Ethnic groups and tribes of people	Apache Indians Black Muslims Chinook Indians
Names (Materials about persons, corporations, organizations, etc.)	Agnew, Spiro T., 1918- Hudson's Bay Company. Kennedy family New York. State Prison, Attica

Sample entry with explanation of its parts:

VOYAGES AND TRAVEL. (a)

Wilmore, C. Ray. (b) Square rigger round the horn; the making of a sailor. (c) International Marine Pub. Co. (d)

[1972] (e) 220p. (f)

B-Wilmore (g) Wa (h) (00000096) (i)

(a) Subject heading
(b) Author's name
(c) Title
(d) Publisher
(e) Date of publication
(f) Pagination
(g) Call number
(h) Symbol(s) of libraries holding title
(i) Register number

When the first word(s) of two or more subject headings are identical but are qualified by different means, the headings appear in the following order.

a. Word(s) alone -

COOKERY

b. Word(s) followed by a comma and qualifying word -

COOKERY, GREEK

c. Word(s) followed by parenthetical qualifier -

COOKERY (CHEESE)

In any subject heading, subdivisions (subordinate elements following a double dash) are grouped in the following order:

a. Period subdivision -

GERMAN LITERATURE--EARLY MODERN (to 1700)
GERMAN LITERATURE--18TH CENTURY

Note: Period subdivisions are arranged in chronological order.

b. Form and topical subdivision -

GERMAN LITERATURE--BIBLIOGRAPHY
GERMAN LITERATURE--OLD HIGH GERMAN

c. Geographical subdivision -

GERMAN LITERATURE--BAVARIA
GERMAN LITERATURE--ZURICH

The arrangement of entries in the Subjects volume is based on the Proposed Filing Rules for the Library of Congress catalogs.

WHAT'S UNIQUE ABOUT THE RESOURCE DIRECTORY

VARIANT CALL NUMBERS

A variant call number is any call number that is different from the call number produced from MARC or locally-input records.

An obvious error such as transposed digits (389 which should be 839) would not be acceptable. The library should report both the error and the call number being used to the Washington State Library

Participating libraries may not always agree as to what LC considers juvenile. A library may indicate whether a book is classified as juvenile or adult in its collection. Variations will ther be noted, as in the example cited below where a title is classed as adult in one library, juvenile in another.

Action! Camera! Super 8 cassette film
making for beginners. Carrier, Rick,
Scribner 1972 78 p. illus.
778.5349 CARRIER WaBr WaSpCp Wa
J778.5349 CARRIER WaTPC
(00017905)

LOCAL LOCATION SYMBOLS

Local location symbols, e.g., Reference (R), Young Adult (YA), Mystery (M), Northwest (NW), are not used in the Resource Directory because of wide existing local variations in usage of symbols.

WASHINGTON STATE DOCUMENTS

Washington State Documents acquired and added to the State Library's collection are included in this Directory. Though other participating libraries may also have these same document titles in their collections, their holdings may not have been reported for inclusion in the Directory.

Libraries using documents in the reference process may wish to refer to the Washington State Publications monthly listing compiled and distributed by the State Library as another tool. This list cites the State Library's call numbers for the various items.

The State Library does distribute the cataloging information including Dewey classification with the documents to depository libraries. Any library that does catalog and classify State documents should request information from the system just as for any book that is cataloged.

SERIALS and A-V MATERIALS

These are not currently included in the Resource Directory though they may well be in later editions.

LC FILING RULES

The filing rules Prepared by John C. Rather for use in the Library of Congress catalogs are used in this Resource Directory to facilitate computer filing.

FILING IN GENERAL

Entries are arranged alphabetically word-by-word, and words are arranged character by character. Words and abbreviations are filed as spelled, e.g., Dr. is not filed as Doctor so Dr. Sam and Doctor Sam file in two different places. Comprehensive punctuation and filing in Authors, Titles, and Subjects volumes is included at the end of the text.

WORD

A word is one or more characters set off by spaces. A word does not have to be pronounceable.

The AAAS science book list for children	(AAAS is a word)
EQMM annual	(EQMM is a word)
Equal justice	(Equal is a word)
The IQ cult	(IQ is a word)
Ira sleeps over	(Ira is a word)
The UFO experience	(UFO is a word)
1 x 1 equal 1	(1 is a word)

Elided words, possessives and other words with apostrophes are arranged as one word, disregarding the apostrophe.

ABC's of tape recording	(ABCs is a word)
Jean's opportunity	(Jeans is a word)

PUNCTUATION other than the apostrophe, e.g., hyphen (-), comma (,), period (.), slash (/) is dropped for purposes of filing and a space is left in its place. If the mark of punctuation is followed by a space, only one space is left instead of two.

2-rabbit, 7-wind	(2-rabbit filed as 2 rabbit)
18/44	(18/44 filed as 18 44)
Dr. Sam: an American tragedy	(Dr. Sam is filed as Dr Sam)
Six, five, four	(Six, five is filed as Six five four)
I.Q. in the meritocracy	(I.Q. is filed as I Q)

Note: I.Q. and IQ are filed in two different places. I.Q. is filed as I Q where I and Q are each words. IQ is filed as one word since there is no space between I and Q.

The SYMBOL & is filed as if it were spelled "and."

A and B poetry
A & B roads motoring atlas of Great Britain
A and C motor vehicle year book

NUMERALS

Numerals are arranged numerically before alphabetic characters.

Numbers expressed as words are filed alphabetically

1, one dancing drum
2-rabbit, 7-wind
1100 words you need to know
The 1971 deer population
8,000 stones
AAAS science book list for children

Once upon a Christmas
One acre and security
The two worlds of Jim Yoshida

Historical dates in titles are filed as numbers rather than dates.

1969 riots	(1969 is filed as 1,969)
The 1971 deer population	(1971 is filed as 1,971)

Since entries are arranged alphabetically word-by-word and words are arranged character-by-character, it may be necessary to look in more than one place in the Resource Directory for a particular entry.

2-rabbit, 7-wind	files in numerical order before alphabetic characters, at the beginning of the Titles volume preceding any titles beginning with the letter A.
Two-rabbit, seven-wind	files alphabetically among other titles beginning with the letter T.

If the user does not know whether the title begins with the numeral 2 or two expressed as a word, he must look in the numerals in the beginning of the alphabet as well as in the T's.

ROMAN NUMERALS

Rules for filing roman numerals follow closely the filing rules for abbreviations and initials, as illustrated in these examples:

II - VI semiconducting compounds	(II is a word; files as alphabet letters II, not as arabic numeral 2)
IV fireworks	(IV is a word; files as alphabet letters IV not as arabic number 4)

HYPHENATED WORDS

Words connected by a hyphen are always filed as separate words. This rule applies even when the first part of a hyphenated word is a prefix.

Anthropology today
The anti-coronary cookbook (anti is a word)
Antibiotics in clinical practice
Antimicrobial susceptibility testing
The antiquarian book trade

If the user does not know whether a word is hyphenated, he must look in two places. For example:

Anti-microbial susceptibility testing	(Anti is a word and files among other titles beginning with the word anti.)
Antimicrobial susceptibility testing	

Initials separated by marks of punctuation and/or spaces are treated as separate words. Acronyms and initials not separated in any way are treated as single words regardless of capitalization.

8,000 stones	(8000 is a word; as a numeral it is filed before all other titles)
The AAAS science book list for children The abacus: its history, design, its possibilities in the modern world	Initials filed as one word. (AAAS is a word)
Cyrano de Bergérac D.B. Kabalewskl's Joey the clown (The comedians) D.W. Griffith: his life and work Daddyji	Personal initials (D.B. is filed as D B) Personal initials (D.W. is filed as D W)
I, Pig I.Q. in the meritocracy I remember it well The IQ cult Ira sleeps over	Abbreviations (I.Q. is filed as I Q) (IQ is a word)
The two worlds of Jim Yoshida U.S.A. and the Soviet myth The underwater war The United States, 1492-1877	(U.S.A. is filed as U S A)
The underwater war UNESCO collection of representative works: Japanese series The unforgotten	Acronym (UNESCO is a word)

If the user does not know whether the title begins with initials or with the word spelled out, he must look in two places.

U.S. and the Soviet Myth	(U.S. files as U S; U is a word. This title files among other titles where the first word is U.)

United States and the Soviet Myth (This title files among other titles where the first word is United.)

Again, if the user does not know whether the title begins with an abbreviation or with the word in full, he must look in two places.

Doctor Spock
Dr. Spock (Dr is a word and filed as spelled)

NAMES WITH PREFIXES

A prefix that is part of the name of a person or place is treated as a separate word unless it is joined to the rest of the name directly or by an apostrophe without a space.

Czolowski, Ted
D., H (D is a word)
Da Costa, Beverly (Da is a word)
Da Ponte, Lorenze, 1749-1838 (Da is a word)
Dabbs, James McBride 1897-1970
D'Amato, Michael (D'Amato is filed as DAmato)
De George, Richard T (De is a word)
De Young Memorial Museum, San Francisco (De is a word)
Dea, Kay L
DeArmond, Frederick Francis, 1893- (DeArmond is a word)

Prefixes which have the same pronounciation are filed as they are spelled.

Maass, John, 1918
MacArthur, Robert H
MacSwiney of Mashanaglass, Marquis
Madden, David, 1933-
M'Arthur, George (M'Arthur is filed as MArthur)
Mazzeo, Henry
McArthur, Susan
McWilliams, Margaret
Mead, Cary Hoge, 1897

If the user does not know whether the prefix is treated as a separate word or is joined to the rest of the name directly, he must look in two places.

De Armond, Frederick (De is a word and files among other names where De is a word)

DeArmond, Frederick

Since words are filed as spelled, the user may have to look in more than one place when a name can be spelled more than one way.

MacArthur, George
M'Arthur, George (M'Arthur is filed as MArthur)
McArthur, George

SOME BASIC TIPS -

CROSS REFERENCES and SCOPE NOTES

The great number of references and notes found in the Subject volume will be invaluable in providing a more sophisticated access to materials than has been possible in most libraries.

DEWEY DECIMAL CLASSIFICATION VARIATIONS

As a reference tool for all libraries for locating materials, the Resource Directory provides greater breadth of subject availability than is possible through direct referral to shelving sections where one is accustomed to finding materials on a given subject. This is because of the changes which regularly occur in assignment of numbers in the Dewey Classification scheme. The following serve as examples:

Dewey -	16th edition	134	Hypnotism
	17th edition	134	Class in 154.
	18th edition	134	Unassigned
		154.7	Hypnotism
Dewey -	16th edition	510.78	Computers
	17th edition	510.78	Computers
	18th	This number does not appear and there is no note to indicate discontinuation	
		001.64	Computers

In other words a reader can no longer browse and expect to locate materials on a given subject in one shelving area.

DUAL CATALOGS

Both the Resource Directory and card catalog will exist as dual catalogs in several libraries and will be used in conjunction with each other. Librarians should use the Resource Directory first for locating recently acquired materials, but it will be necessary to also use the card catalog since the Resource Directory is not retrospective. Older titles which may be recent acquisitions in one library, will be included in the Resource Directory, but their location in other libraries will not be cited in the Directory since they were added to collections prior to the Directory.

FILING RULES

It must be stressed that the filing rules may necessitate searching in multiple locations in the Resource Directory to find some specific items.

REGISTER VOLUMES

The REGISTER providing full bibliographic detail will serve the Reference Librarian as one tool, with the tracing for each item listed citing subject headings which can be effectively used to lead the searcher to related subjects and a wider range of materials. Access to the REGISTER, however, is through the AUTHORS, TITLES, SUBJECTS volumes which serve as the Index.

SCANNING

In looking up items in the Resource Directory, an entire page should be scanned to gain the total picture of an author's works or the wide range of definitive subject headings relating to a general subject.

SUBJECT SUBDIVISIONS

The Resource Directory includes all subject subdivisions used by the Library of Congress.

IN SUMMARY, IT MUST BE EMPHASIZED THAT THIS RESOURCE DIRECTORY IS A LIBRARY TOOL WHOSE VALUE WILL INCREASE AS LIBRARIANS AND USERS BECOME MORE FAMILIAR WITH IT THROUGH REGULAR USE.

USE IT!!

Czolowski, Ted
D., H (D is a word)
Da Costa, Beverly (Da is a word)
Da Ponte, Lorenzo, 1749-1838
Dabbs, James McBride, 1896-1970
De George, Richard T
De Young Memorial Museum, San Francisco
Dea, Kay L
DeArmond, Frederick Francis, 1893-
Maass, John, 1918-
MacArthur, Robert H
MacSwiney of Mashanaglass, Marquis
Madden, David, 1933
Mazzeo, Henry
McAllester, Susan
McWilliams, Margaret
Mead, Cary Hoge, 1897-
Washington, Jim
Washington (State). Attorney General's Office
Washington (State). Western Washington State College, Bellingham. Institute for Freshwater Studies
Washington, D.C. Center for Applied Linquistics
Washington/Alaska Regional Medical Program
Washington and Lee University, Lexington, Va
Washington Association of Soil and Water Conservation Districts
Washington-Metcalfe, Thomas (Washington is a word)
Washington Sea Grant Program
Washington State Association of Counties

COMPREHENSIVE PUNCTUATION AND FILING IN THE TITLES VOLUME

1, one dancing drum	(1 is a word and files before all titles beginning with the letter A)
2-rabbit, 7-wind	
1100 words you need to know	
The 1971 deer population and harvest associated with the 16-6 habitat improvement project in western Washington	
8,000 stones	
The AAAS science book list for children	(AAAS is a word)
The abacus: its history, its design, its possibilities in the modern world	
ABC's of tape recording	
Able seaman, deckhand-scowman	
The advertising man	(The at the beginning of a title is disregarded for filing purposes)
ALI-Hover policy studies	(ALI is a word)
The Aeneid of Virgil	
Cyrano de Bergerac	
D. B. Kabalevsky's Joey the clown (The comedians)	(D. B. files as D B, where D and B are separate words)
D. W. Griffith: his life and work	
Daddyji	
Do you remember England?	
Doctor Spock	
Doctoral students in schools of social work	
Down's syndrome	(Down's files as Downs)
Dr. Sam: an American tragedy	(Dr. files as Dr)
Dracula	
Encyclopedic directory of ethnic newspapers and periodicals in the United States	
An end and a beginning	(An at the beginning of a title is disregarded for filing purposes)
The end of nowhere	
Enemies	
Epidemiology as medical ecology	
EQMM annual	(EQMM is a word)
Equal justice	
I, Pig	
I.Q. in the meritocracy	(I.Q. files as I Q, where I and Q are separate words)
I remember it well	
II - VI semiconducting	(II files as alphabet letters)

The IQ cult	(IQ is a word)
Ira sleeps over	
Once upon a Christmas	
One acre and security	
The two worlds of Jim Yoshida	
The U.N. Convention on the Elimination of All Forms of Racial Discrimination	(U.N. files as U N, where U and N are separate words)
U.S.A. and the Soviet myth	
U.S. foreign economic policy and the domestic economy	
The UFO experience	(UFO is a word)
The underwater war	
UNESCO collection of representative works: Japanese series	
The unforgotten	
United Nations peace-keeping operations	
The United States, 1492-1877	

COMPREHENSIVE PUNCTUATION AND FILING IN THE SUBJECTS VOLUME

Although a human can adapt to a library's particular filing arrangement, a computer uses prescribed instructions in order to file. Thus, while a human can disregard punctuation in subject subdivisions and subfile alphabetically, the computer follows a given set of rules and does not make its own intellectual decisions. In a subject heading in the Resource Directory, each mark of punctuation denoting subdivision represents a different category, and thus a different filing sequence.

When the first word(s) of two or more subject headings are identical but are qualified by different means, the headings appear in the following order:

COOKERY	Word(s) alone
COOKERY, AFRICAN COOKERY, CHINESE COOKERY, MEXICAN	Word(s) followed by a comma and qualifying word
COOKERY (APPLES) COOKERY (CHEESE) COOKERY (MEAT)	Word(s) followed by parenthetical qualifier

In any subject heading, subdivisions (subordinate elements following a double dash) are grouped in the following order:

ART--19th CENTURY ART--20th CENTURY	Period subdivision
ART--BIBLIOGRAPHY ART--PHILOSOPHY ART--TECHNIQUE	Form and topical subdivision
ART--AFRICA, WEST ART--NEW YORK (CITY) ART--ZAIRE	Geographical subdivision

The following example provides an illustration of filing in the Subjects Volume:

COOKERY	Word(s) alone
COOKERY--1965-	Word(s) alone, period subdivision
COOKERY--BIBLIOGRAPHY COOKERY--HISTORY	Word(s) alone, form/topical subdivision
COOKERY, AMERICAN	Word(s) followed by a comma and qualifying word
COOKERY, AMERICAN--BIBLIOGRAPHY	Word(s) followed by a comma and qualifying word, form/topical subdivision
COOKERY, AMERICAN--MARYLAND	Word(s) followed by a comma and qualifying word, geographical subdivision
COOKERY, INTERNATIONAL	Word(s) followed by a comma and qualifying word
COOKERY (BABY FOODS) COOKERY (MEAT)	Word(s) followed by parenthetical qualifier
COOKERY FOR ALLERGICS	Phrase beginning with word in above subject headings